



# NebFile for Business **DEMO** Sales and Use Taxes Form 10 - **Single Location**

These PowerPoint slides demonstrate how to e-file Form 10 using NebFile for Business when filing for a single location.

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Nebraska Department of **REVENUE**

Property Assessment Motor Fuels Charitable Gaming Nebraska Lottery

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File Your Return

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Prepaid Wireless Surcharge

Report Nebraska Tax Fraud

Nebraska Delinquent Taxpayer List

Click here for ways to contact the Department.

Official Nebraska State Government Home Page | Privacy Policy | About Outside Links

Start at the Department's home page, [www.revenue.ne.gov](http://www.revenue.ne.gov). Under "Online Services, For Businesses," click on the "File Your Return" button.

If you need assistance, you can contact the Department at 800-742-7474 (NE or IA) or 402-471-5729.



Property Assessment



Motor Fuels



Charitable Gaming



Nebraska Lottery



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Useful Links



## Online Filing for Nebraska Business Taxes

Sales and Use Taxes

Income Tax Withholding

Prepaid Wireless Surcharge

Cigarette Tax

Motor Fuels Taxes

Charitable Gaming

Click on the "Sales and Use Taxes" box.





Property Assessment



Motor Fuels



Charitable Gaming



Nebraska Lottery



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Taxpayer Education

Useful Links

## Nebraska Sales and Use Tax Online Filing

Nebraska and Local Sales and Use Tax Return, Form 10

**File Form 10**

If the "File Form 10" button does not work, click here to file your Form 10.

- [FILING TIPS – NebFile for Business Sales and Use Tax](#)
- [Demo of NebFile for Business Form 10 Single Location](#)
- [Demo of NebFile for Business Form 10 Combined Filer](#)
- [Reporting Sales and Use Tax to Multiple Localities Using NebFile for Business](#)

Click on the "File Form 10" box.

Official Nebraska Government Website

Nebraska Department of Revenue

Contact Us | Login

NebFile  
for Business

### Business Electronic Filing System

#### Getting Started

- **Step 1.** Locate the Nebraska ID Number and PIN issued by the Department of Revenue. Make sure to use the correct number combination for the type of tax you are filing, as they may be different. For help finding these numbers, use the links below:
  - [Click here for Cigarette Tax Upload.](#)
  - [Click here for Sales and Use Tax.](#) (Prepaid Wireless Surcharge uses the same Nebraska ID number and PIN)
  - [Click here for W-2 and W-3N filings.](#)
- **Step 2.** Login and select a filing option.
- **Step 3.** Enter the requested information.

#### Please Login

User ID	<input type="text" value="8888888"/>
	(Digits only no dashes)
PIN	<input type="text" value="....."/>

Login now    Reset

- Enter your **state sales tax ID number** as your User ID.
- Enter the **PIN** shown below the NE ID number on your Nebraska Sales and Use Tax Return, Form 10.

**Note:** If you have used NebFile, the PDF you printed or saved shows your PIN. If you do not have a copy of a return and do not know your PIN, contact the [Department](#) for assistance.



## Nebraska Department of Revenue

Contact Us | Login  
**NebFile**  
for Business

### Business Electronic Filing System

#### Getting Started

- **Step 1.** Locate the Nebraska ID Number and PIN issued by the Department of Revenue. Make sure to use the correct number combination for the type of tax you are filing, as they may be different. For help finding these numbers, use the links below:
  - [Click here for Cigarette Tax Upload.](#)
  - [Click here for Sales and Use Tax.](#) (Prepaid Wireless Surcharge uses the same Nebraska ID number and PIN)
  - [Click here for W-2 and W-3N filings.](#)
- **Step 2.** Login and select a filing option.
- **Step 3.** Enter the requested information.

#### Please Login

User ID

8888888

(Digits only no dashes)

PIN

•••••

Login now

Reset

Click on the “Login now” button.



## Nebraska Department of Revenue

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**NebFile**  
for Business

### Business Electronic Filing System

#### My Apps

- [Sales and Use Tax](#) ?
- [Prepaid Wireless Surcharge Return](#) ?

- The **My Apps** screen will display tax programs you are licensed for that are available in NebFile for Business.
- This program contains **help screens** with additional information. Click on the “ ? ” icon to access a help screen.

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**Nebraska Department of Revenue**

**NebFile for Business**

Sales and Use Tax      8888888      123 SALES CORPORATION

Tax Period

TAX PERIOD ?

1. —→ **Select a Return to File**  
 3/2013 (Monthly) - Not Filed : 04/22/2013

Previous returns filed using methods other than NebFile may show as **Not Filed** until approximately the tenth of the current month.

☐ Check this box if your business has permanently closed, has been sold to someone else, or your permit is no longer needed. New owners must apply for their own sales tax permit.

2. —→ **View, Print and Save Filed Returns**

2013 ▶ February (Internet)

2012 ▶

2011 ▶

2010 ▶

2009 ▶

2008 ▶

2007 ▶

2006 ▶

Back      Save/Next

The Tax Period page allows you to:

1. **Select a tax return to complete or file.** Any current or delinquent return that has not been filed or processed is available.
2. **View, print, or save returns** that have been filed since December 2006. Move your mouse so the cursor on the screen is positioned over the tax year to show the tax months available. (continued)



The Tax Period page allows you to:

3. **Cancel your Nebraska ID number.** Check the box if your business has permanently closed or has been sold to a new owner.
  - You **must** complete and file a return in order for this information to be transmitted to the Department.
4. New owners **must** apply for their own sales tax permit.

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Nebraska Department of Revenue

NebFile for Business

Sales and Use Tax 8888888 123 SALES CORPORATION

Tax Period TAX PERIOD ?

Select a Return to File  
3/2013 (Monthly) - Not Filed : 04/22/2013

Previous returns filed using methods other than NebFile may show as **Not Filed** until approximately the tenth of the current month.

☒ Check this box if your business has permanently closed, has been sold to someone else, or your permit is no longer needed. New owners must apply for their own sales tax permit.

View, Print and Save Filed Returns

2013 February (Internet)  
2012  
2011  
2010  
2009  
2008  
2007  
2006

Back Save/Next

**Note:** You **may** need to file a final return on or before your next scheduled return due date.

Example: A business closed on June 15. On June 20, the taxpayer is completing their monthly sales tax return, which is due that day. They check the box to cancel their Nebraska ID number and submit the return. The return they just completed is actually for May 1 through May 31. A **final** return will need to be completed in July to report the sales tax information for June 1 through June 15, the date the business was closed. The first day the June return can be submitted is July 1.

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**Nebraska Department of Revenue**

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**Sales and Use Tax**      **8888888**      **123 SALES CORPORATION**

Tax Period

TAX PERIOD ?

Select a Return to File

3/2013 (Monthly) - Not Filed : 04/22/2013 ▼

3/2013 (Monthly) - Not Filed : 04/22/2013

Methods other than NebFile may show as **Not Filed** until approximately the tenth of the current month.

☐ Check this box if your business has permanently closed, has been sold to someone else, or your permit is no longer needed. New owners must apply for their own sales tax permit.

View, Print and Save Filed Returns

2013 ▶

2012 ▶

2011 ▶

2010 ▶

2009 ▶

2008 ▶

2007 ▶

2006 ▶

Back Save/Next

Use the **drop down menu** to select a return to file.

- Returns shown in the drop down box **have not** been filed.
- In the example above, the March 2013 return **has not** been filed. It can be filed at this time.

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Sales and Use Tax      8888888      123 SALES CORPORATION      3/2013

Tax Period

TAX PERIOD ?

Select a Return to File

3/2013 (Monthly) - Not Filed : 04/22/2013

Previous returns filed using methods other than NebFile may show as **Not Filed** until approximately the tenth of the current month.

☐ Check this box if your business has permanently closed, has been sold to someone else, or your permit is no longer needed. New owners must apply for their own sales tax permit.

View, Print and Save Filed Returns

2013	▶
2012	▶
2011	▶
2010	▶
2009	▶
2008	▶
2007	▶
2006	▶

Back Save/Next

- Once you have selected a tax period, click the “**Save/Next**” button at the bottom of the screen to begin filing.
- As you file, use the “**Save/Next**” button to move forward in the filing process and to be certain the information you have entered is saved.

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**Nebraska Department of Revenue**

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Sales and Use Tax      8888888      123 SALES CORPORATION      3/2013

START RETURN      COMPLETE FORMS      MAKE PAYMENT

Tax Period | Business Information

Business Information

Preparer or Firm Preparing This Return?

• Name  
• Email  
Phone  
OR  
Cell Phone

xxx-xxx-xxxx ext xxxx  
(Phone or Cell Phone is required)

☐ Check this box if you want an email reminder to file your return

Location Name and Address      Mailing Name and Address

Name Doing Business As (DBA) :  
123 SALES CORPORATION

Legal Name :  
ALL SALES

Street Address (Do not use PO Box) :  
456 RETAIL LANE

City :      State :  
HEBRON      NE

Zip Code :  
68370      0000

[Click here to change location address](#)

Mailing Name :  
123 SALES CORPORATION

Contact Name :  
ACCOUNTANT'S OFFICE

Mailing Address :  
100 FILING ROAD

City :      State :  
HEBRON      NE

Zip Code :  
68370      0000

[Click here to change mailing information](#)

Back      Save      Save/Next

- Tax preparer information is **required** when e-filing Form 10.
- If your **location and/or mailing information has changed**, click on the “**blue links**” to update our records.





# Nebraska Department of Revenue

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Sales and Use Tax

8888888

123 SALES CORPORATION

3/2013

START RETURN

COMPLETE FORMS

MAKE PAYMENT

Tax Period | Business Information

## Business Information

Preparer or Firm Preparing This Return ?

• Name: AMY ACCOUNTANT  
 • Email: AMY@FILING.COM  
 Phone: 402-555-5555 xxx-xxx-xxxx ext. xxxx  
 OR  
 • (Phone or Cell Phone is required)  
 Cell Phone:

☐ Check this box if you want an email reminder to file your return

### Location Name and Address

• Name Doing Business As (DBA) :  
 123 SALES CORPORATION  
 Legal Name :  
 ALL SALES  
 • Street Address (Do not use PO Box) :  
 456 RETAIL LANE  
 • City :  
 HEBRON  
 • State :  
 NE  
 • Zip Code :  
 68370 - 0000

### Mailing Name and Address

• Mailing Name :  
 123 SALES CORPORATION  
 Contact Name :  
 ACCOUNTANTS OFFICE  
 • Mailing Address :  
 100 FILING ROAD  
 • City :  
 HEBRON  
 • State :  
 NE  
 • Zip Code :  
 68370 - 0000

Back

Save

Save/Next

Items shown in **blue**, and the **State**, may be changed. Be sure to review and update this information if it has changed.

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**Nebraska Department of Revenue**

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Sales and Use Tax      8888888      123 SALES CORPORATION      3/2013

START RETURN      COMPLETE FORMS      MAKE PAYMENT

Tax Period | Business Information

## Business Information

Preparer or Firm Preparing This Return ?

\*Name: AMY ACCOUNTANT

\*Email: AMY@FILING.COM

Phone: 402-555-5555      xxx-xxx-xxxx ext      xxxx

OR

\* (Phone or Cell Phone is required)

Cell Phone:

☒ Check this box if you want an email reminder to file your return

10 What date would you like the reminder sent?

Select

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20

### Location Name and Address

1 Name Doing Business As (DBA) :

2 123 SALES CORPORATION

3

4 al Name :

5

6 LES

7

8 et Address (Do not use PO Box) :

9 RETAIL LANE

10

11 y :

12 ON

13

14 Code :

15 0 -0000

\*State :  
NE

### Mailing Name and Address

\*Mailing Name :  
123 SALES CORPORATION

Contact Name :  
ACCOUNTANT'S OFFICE

\*Mailing Address :  
100 FILING ROAD

\*City :  
HEBRON

\*State :  
NE

\*Zip Code :  
68370 -0000

Back      Save      Save/Next

To have an **e-filing reminder** sent to the email address shown above, check the box and select a date. The email will be sent before the next return is due.



# Nebraska Department of Revenue

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START RETURN

COMPLETE FORMS

MAKE PAYMENT

Tax Period | Business Information

## Business Information

Preparer or Firm Preparing This Return ?

•Name: AMY ACCOUNTANT  
•Email: AMY@FILING.COM  
Phone: 402-555-5555 xxx-xxx-xxxx ext. xxxx  
OR  
•(Phone or Cell Phone is required)  
Cell Phone:

☐ Check this box if you want an email reminder to file your return

### Location Name and Address

•Name Doing Business As (DBA) :  
123 SALES CORPORATION  
Legal Name :  
ALL SALES  
•Street Address (Do not use PO Box) :  
456 RETAIL LANE  
•City :  
HEBRON  
•State :  
NE  
•Zip Code :  
68370 - 0000

### Mailing Name and Address

•Mailing Name :  
123 SALES CORPORATION  
Contact Name :  
ACCOUNTANTS OFFICE  
•Mailing Address :  
100 FILING ROAD  
•City :  
HEBRON  
•State :  
NE  
•Zip Code :  
68370 - 0000

[Back](#) [Save](#) [Save/Next](#)

Click on the "Save/Next" button.



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**Nebraska Department of Revenue**

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Sales and Use Tax      8888888      123 SALES CORPORATION      3/2013

START RETURN      COMPLETE FORMS      MAKE PAYMENT

Schedule I | MW | Form 10 | Review Forms

**Schedule I - Local Sales and Use Tax**

The program defaults to calculate tax when the amount subject to tax is entered. Click [Enter Tax](#) to have the program calculate the amount subject to tax when tax is entered.

Click this button (optional) if you would like to upload a comma-separated values (CSV) file instead of entering your Schedule I information manually. Click [here](#) for a description of the required format.

Click this button to remove all amounts shown in the schedule below.

Local Jurisdiction Local Code ?	Rate	Use Tax		Sales Tax	
		1 Amount Subject to Local Use Tax	2 Local Use Tax	3 Amount Subject to Local Sales Tax	4 Local Sales Tax
Hebron (235)	.010	<input type="text"/>	<a href="#">Enter Tax</a>	<input type="text"/>	.00
Totals		.00	.00	.00	.00

Select a Jurisdiction Not Listed Above (To add a jurisdiction click below)

Select One

\*Amounts for duplicate city codes will be summed and combined into a single row.

[Print this Form](#) (Optional)      Back      Save      Save/Next

- Jurisdictions you have reported within the last 12 months will be shown. If one is shown that you have not collected tax for during this period, you may leave the row blank.
- The program **defaults** to have you enter the Amount Subject to Tax, and then it calculates the tax for you.
- Or, click on either of the “**Enter Tax**” links to enter the amount of tax you collected. The program will calculate the Amount Subject to Tax for you ([see the next slide](#)).





# Nebraska Department of Revenue

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for Business

**Sales and Use Tax**

**8888888**

**123 SALES CORPORATION**

**3/2013**

[START RETURN](#)

[COMPLETE FORMS](#)

[MAKE PAYMENT](#)

[Schedule I](#) | [MVL](#) | [Form 10](#) | [Review Forms](#)

## Schedule I - Local Sales and Use Tax

You have chosen to enter the amount of tax. Click [Enter Amount](#) to have the program calculate the tax when the amount subject to tax is entered.

[+ Select File to Upload](#)

Click this button (optional) if you would like to upload a comma-separated values (CSV) file instead of entering your Schedule I information manually. Click [here](#) for a description of the required format.

[Clear Amounts](#)

Click this button to remove all amounts shown in the schedule below.

Local Jurisdiction Local Code	Rate	Use Tax		Sales Tax	
		1 Amount Subject to Local Use Tax	2 Local Use Tax	3 Amount Subject to Local Sales Tax	4 Local Sales Tax
		<a href="#">Enter Amount</a>			
Hebron	.010		<input type="text" value=".00"/>		<input type="text" value=".00"/>
<b>Totals</b>		.00	.00	.00	.00
Select a Jurisdiction Not Listed Above				(To add a jurisdiction click  below)	
<input type="text" value="Select One"/>			<input type="text"/>	<input type="text"/>	

\*Amounts for duplicate city codes will be summed and combined into a single row.

[Print this Form](#) (Optional)

[Back](#)

[Save](#)

[Save/Next](#)

If you decide you would like to enter the amount subject to tax, click on either of the “**Enter Amount**” links to switch back to the default.



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## Schedule I - Local Sales and Use Tax

You have chosen to enter the amount of tax. Click [Enter Amount](#) to have the program calculate the tax when the amount subject to tax is entered.

Select File to Upload

Click this button (optional) if you would like to upload a comma-separated values (CSV) file instead of entering your Schedule I information manually. Click [here](#) for a description of the required format.

Clear Amounts

Click this button to remove all amounts shown in the schedule below.

Local Jurisdiction Local Code	Rate	Use Tax	Sales Tax		
		1 Amount Subject to Local Use Tax	2 Local Use Tax	3 Amount Subject to Local Sales Tax	4 Local Sales Tax
Hebron	.010	<a href="#">Enter Amount</a>	.00		.00
Totals			.00	.00	.00
Select a Jurisdiction Not Listed Above			(To add a jurisdiction click  below)		
Select One					

Move mouse over .010 rate  
to see additional information

Hebron (235)  
Rate : .010  
Rate End Date : Current

\*Amounts for duplicate city codes will be summed and combined into a single row.

[Print this Form](#) (Optional)

Back

Save

Save/Next

For additional information regarding a specific tax rate,  
**move your mouse over the rate.**



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Use Tax

Amount of tax. Click [Enter Amount](#) to have the program calculate the tax is entered.

on (optional) if you would like to upload a comma-separated values (CSV) entering your Schedule I information manually. Click [here](#) for a description and format.

to remove all amounts shown in the schedule below.

Use Tax		Sales Tax	
1 Amount Subject to Local Use Tax	2 Local Use Tax	3 Amount Subject to Local Sales Tax	4 Local Sales Tax
<a href="#">Enter Amount</a>			
	.00		.00
.00	.00	.00	.00
(To add a jurisdiction click  below)			
			

• Amounts for duplicate city codes will be summed and combined into a single row.

[Print this Form](#) (Optional)

[Back](#)

[Save](#)

[Save/Next](#)

To add additional jurisdictions, use the drop down box or start typing the jurisdiction name.



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START RETURN

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Schedule I | MVL | Form 10 | Review Forms

## Schedule I - Local Sales and Use Tax

The program defaults to calculate tax when the amount subject to tax is entered. Click [Enter Tax](#) to have the program calculate the amount subject to tax when tax is entered.

Select File to Upload

Click this button (optional) if you would like to upload a comma-separated values (CSV) file instead of entering your Schedule I information manually. Click [here](#) for a description of the required format.

Clear Amounts

Click this button to remove all amounts shown in the schedule below.

Local Jurisdiction Local Code ?	Rate	Use Tax		Sales Tax	
		1	2	3	4
		Amount Subject to Local Use Tax	Local Use Tax	Amount Subject to Local Sales Tax	Local Sales Tax
			<a href="#">Enter Tax</a>		
Hebron (235)	.010		.00		.00
Totals		.00	.00	.00	.00

Select a Jurisdiction Not Listed Above

(To add a jurisdiction click below)

Select One



\*Amounts for duplicate city codes will be summed and combined into a single row.

[Print this Form](#) (Optional)

Back

Save

Save/Next

Once the jurisdiction information has been entered, click on the button to add the jurisdiction and to move it into Schedule I.





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## Schedule I - Local Sales and Use Tax

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Clear Amounts

Click this button to remove all amounts shown in the schedule below.

Local Jurisdiction Local Code ?	Rate	Use Tax		Sales Tax	
		1 Amount Subject to Local Use Tax	2 Local Use Tax	3 Amount Subject to Local Sales Tax	4 Local Sales Tax
			<a href="#">Enter Tax</a>		
Big Springs (055)	.010	3,000.00	30.00	4,000.00	40.00
Hebron (235)	.010	1,000.00	10.00	2,000.00	20.00
Totals		4,000.00	40.00	6,000.00	60.00
Select a Jurisdiction Not Listed Above				(To add a jurisdiction click  below)	
Select One					

\*Amounts for duplicate city codes will be summed and combined into a single row.

[Print this Form](#) (Optional)

Back

Save

Save/Next

When all the jurisdictions you have collected tax for are entered, click on the **“Save/Next”** button to continue filing.



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Schedule I | MVL | Form 10 | Review Forms

Motor Vehicle Leases

**This line does not apply to most taxpayers.**

Motor Vehicle Leases for Periods of more than 31 days (MVL) ?

1. Motor Vehicle Leases for periods of more than 31 days only. This is the portion of state sales tax (reported on Form 10, line 3) that is from the lease of motor vehicles for periods of more than 31 days. Motor vehicles include automobiles, trucks, trailers, semitrailers, and truck tractors which are not classified as transportation equipment. See our Leased Motor Vehicles Information Guide.

1.

[Print this Form](#) (Optional)

Back

Save

Save/Next

## Motor vehicle leases do not apply to most taxpayers.

- It is **not** necessary to make an entry on this page, **unless** you lease motor vehicles to others for periods of more than 31 days.
- If there are records to show that you lease motor vehicles to others for periods of more than 31 days, you are **required** to make an entry on this page, even if you have nothing to report for this processing period.





## Nebraska Department of Revenue

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### Motor Vehicle Leases

**This line does not apply to most taxpayers.**

Motor Vehicle Leases for Periods of more than 31 days (MVL) ?

- |    |   |
|----|---|
| 1. | Motor Vehicle Leases for periods of more than 31 days only. This is the portion of state sales tax (reported on Form 10, line 3) that is from the lease of motor vehicles for periods of more than 31 days. Motor vehicles include automobiles, trucks, trailers, semitrailers, and truck tractors which are not classified as transportation equipment. See our Leased Motor Vehicles Information Guide. |
|----|---|

1.	<input type="text"/>
----	----------------------

[Print this Form](#) (Optional)

[Back](#)

[Save](#)

[Save/Next](#)

Click on the “Save/Next” button.



# Nebraska Department of Revenue

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Form 10

[Click here to use the worksheet for lines 1, 2, and 4 \(Optional\)](#)

## Nebraska and Local Sales and Use Tax Return - Form 10 ?

1.	*Gross sales and services	1.	
2.	*Net Taxable sales	2.	
3.	Nebraska sales tax (line 2 multiplied by 0.055)	3.	
4.	Nebraska use tax (amount subject to use tax multiplied by 0.055)	4.	
5.	Local use tax (From Schedule I)	5.	40.00
6.	Local sales tax (From Schedule I)	6.	60.00
7.	Total Nebraska and local sales tax (line 3 plus line 6)	7.	60.00
8.	Sales tax collection fee (line 7 multiplied by 0.025; Maximum allowed \$75.00 per location)	8.	1.50
9.	Sales tax due (line 7 minus line 8)	9.	58.50
10.	Total Nebraska and local use tax (line 4 plus line 5)	10.	40.00
11.	Total Nebraska and local sales and use tax (line 9 plus line 10)	11.	98.50
12.	Previous balance with applicable interest at 3.0% per year and payments received through	12.	
13.	BALANCE DUE (line 11 plus or minus line 12). Pay in full with return	13.	98.50

\*Please click Save/Next to review your return.

Your return has not been filed until you receive a reference number.

[Print this Form](#) (Optional)

[Back](#)

[Save](#)

[Save/Next](#)

Amounts may be **entered** on lines 1, 2, and 4 ([see next slide](#)), or the **worksheet** may be used ([worksheet shown on slide 26](#)) to calculate net taxable sales and Nebraska use tax.



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**Nebraska Department of Revenue**

**NebFile for Business**

**Sales and Use Tax      8888888      123 SALES CORPORATION      3/2013**

START RETURN      COMPLETE FORMS      MAKE PAYMENT

**Schedule I** | **NVL** | **Form 10** | Review Forms

Form 10      [Click here to use the worksheet for lines 1, 2, and 4 \(Optional\)](#)

Nebraska and Local Sales and Use Tax Return - Form 10 ?

1.	*Gross sales and services	1.	6,000.00
2.	*Net Taxable sales	2.	6,000.00
3.	Nebraska sales tax (line 2 multiplied by 0.055)	3.	330.00
4.	Nebraska use tax (amount subject to use tax multiplied by 0.055)	4.	220.00
5.	Local use tax (From Schedule I)	5.	40.00
6.	Local sales tax (From Schedule I)	6.	60.00
7.	Total Nebraska and local sales tax (line 3 plus line 6)	7.	390.00
8.	Sales tax collection fee (line 7 multiplied by 0.025; Maximum allowed \$75.00 per location)	8.	9.75
9.	Sales tax due (line 7 minus line 8)	9.	380.25
10.	Total Nebraska and local use tax (line 4 plus line 5)	10.	260.00
11.	Total Nebraska and local sales and use tax (line 9 plus line 10)	11.	640.25
12.	Previous balance with applicable interest at 3.0% per year and payments received through	12.	
13.	BALANCE DUE (line 11 plus or minus line 12). Pay in full with return	13.	640.25

\*Please click Save/Next to review your return.  
Your return has not been filed until you receive a reference number.

[Print this Form \(Optional\)](#)      [Back](#)      [Save](#)      [Save/Next](#)

- Items shown in **blue** may be changed on this screen.
- To **make changes** to the items shown in **grey**, you must go to the appropriate Schedule.
- You may continue to the summary from here by clicking on the **"Save/Next"** button.



# Nebraska Department of Revenue

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for Business

Sales and Use Tax

8888888

123 SALES CORPORATION

3/2013

START RETURN

COMPLETE FORMS

MAKE PAYMENT

Schedule I | MVL | Form 10 | Review Forms

Form 10

[Click here to use the worksheet for lines 1, 2, and 4 \(Optional\)](#)

## Nebraska and Local Sales and Use Tax Return - Form 10 ?

1.	*Gross sales and services	1.	
2.	*Net Taxable sales	2.	
3.	Nebraska sales tax (line 2 multiplied by 0.055)	3.	.00
4.	Nebraska use tax (amount subject to use tax multiplied by 0.055)	4.	
5.	Local use tax (From Schedule I)	5.	40.00
6.	Local sales tax (From Schedule I)	6.	60.00
7.	Total Nebraska and local sales tax (line 3 plus line 6)	7.	60.00
8.	Sales tax collection fee (line 7 multiplied by 0.025; Maximum allowed \$75.00 per location)	8.	1.50
9.	Sales tax due (line 7 minus line 8)	9.	58.50
10.	Total Nebraska and local use tax (line 4 plus line 5)	10.	40.00
11.	Total Nebraska and local sales and use tax (line 9 plus line 10)	11.	98.50
12.	Previous balance with applicable interest at 3.0% per year and payments received through	12.	
13.	BALANCE DUE (line 11 plus or minus line 12). Pay in full with return	13.	98.50

\*Please click Save/Next to review your return.

Your return has not been filed until you receive a reference number.

[Print this Form](#) (Optional)

Back

Save

Save/Next

As an option you can click on the **blue** link circled above to use the worksheets for Net Taxable Sales and Use Tax calculations.



## Nebraska Department of Revenue

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for Business

Close and Return to Form 10

## Nebraska Net Taxable Sales and Use Tax Worksheets

## Net Taxable Sales Worksheet

1. Gross Sales and Services in Nebraska [\[1-007\]](#) Line 1, Form 10

## ALLOWABLE EXEMPTIONS AND DEDUCTIONS FROM GROSS SALES

- ☐ A. Sales of nontaxable services as shown in [Regulation \[1-12\]](#)
- ☐ B. Sales of items sold for resale as shown in [Regulation \[1-013\]](#)
- ☐ C. Sales to exempt purchasers as shown in [Regulation \[1-012\]](#)
- ☐ D. Sales of exempt items as shown in [Regulation \[1-012\]](#)
- ☐ E. Exempt Sellers as shown in [Regulation \[1-012\]](#)
- ☐ F. Use-based exemptions as shown in [Regulation \[1-012\]](#)
- ☐ G. Other allowable deductions. Click here for a list of allowable deductions and the applicable regulations
- H. Subtotal of all allowable exemptions and deductions [A through G]

2. Net Taxable Sales (Line 1 minus Line H) Line 2, Form 10

## Nebraska Use Tax Worksheet

[\[Guide\]](#) [\[Regulation\]](#)

- 1. Cost of items and taxable services purchased for use in Nebraska on which tax was not paid
- 2. Cost of items withdrawn from inventory for personal or business use
- 3. Total amount subject to Nebraska use tax (line 1 plus line 2)
- 4. Nebraska use tax (line 3 multiplied by the rate identified on line 3 of Form 10)
- 5. Credit for tax paid to other states on items in line 4
- 6. Nebraska use tax due (line 4 minus line 5). Line 4, Form 10

Move values below to Form 10

Form 10, Line 1   Form 10, Line 2   Form 10, Line 4

Create PDF to Print or Save

Close and Return to Form 10

This screen shows the **Optional Worksheet** which may be used to help calculate lines 1, 2, and 4 on Form 10.





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Close and Return to Form 10

## Nebraska Net Taxable Sales and Use Tax Worksheets

### Net Taxable Sales Worksheet

1. Gross Sales and Services in Nebraska [\[1-007\]](#) Line 1, Form 10

#### ALLOWABLE EXEMPTIONS AND DEDUCTIONS FROM GROSS SALES

☐ A. Sales of nontaxable services as shown in [Regulation \[1-12\]](#)

B. Sales of items sold for resale as shown in [Regulation \[1-013\]](#)

☒ C. Sales to exempt purchasers as shown in [Regulation \[1-012\]](#)

☐ D. Sales of exempt items as shown in [Regulation \[1-012\]](#)

☐ E. Exempt Sellers as shown in [Regulation \[1-012\]](#)

☐ F. Use-based exemptions as shown in [Regulation \[1-012\]](#)

☐ G. Other allowable deductions. Click here for a list of allowable deductions and the applicable regulations

H. Subtotal of all allowable exemptions and deductions [A through G]

2. Net Taxable Sales (Line 1 minus Line H) Line 2, Form 10

- The worksheet is in two parts: Net Taxable Sales Tax (shown here); and Nebraska Use Tax.
- Click on “☒ ” to display additional information and links to more specific regulations and guides ([see the next slide](#)).

# Nebraska Department of Revenue

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Close and Return to Form 10

## Nebraska Net Taxable Sales and Use Tax Worksheets

### Net Taxable Sales Worksheet

1. Gross Sales and Services in Nebraska [\[1-007\]](#) Line 1, Form 10

#### ALLOWABLE EXEMPTIONS AND DEDUCTIONS FROM GROSS SALES



A. Sales of nontaxable services as shown in [Regulation \[1-12\]](#)



B. Sales of items sold for resale as shown in [Regulation \[1-013\]](#)

C. Sales to exempt purchasers as shown in [Regulation \[1-012\]](#)

- Educational institutions with a Nebraska exemption number [\(Reg-1-092\)](#) [\(Guide\)](#)
- Native American Indians living on an Indian reservation or a Native American Indian Tribal Council when the sale is within the boundaries of an Indian Reservation [\(Reg-1-012.02C\(22\)\)](#) [\(Guide\)](#)
- Nebraska governmental units [\(Reg-1-093\)](#) [\(Guide\)](#)
- Nonprofit organizations with a Nebraska exemption number [\(Reg-1-090\)](#) [\(Guide\)](#) NOTE: Most nonprofit organizations are NOT exempt from sales tax.
- Religious organizations with a Nebraska exemption number [\(Reg-1-091\)](#) [\(Guide\)](#)
- U.S. Government, its agencies, and federal corporations [\(Reg-1-072\)](#) [\(Guide\)](#)

2.

1. Cost of items and taxable services purchased for use in Nebraska on which

Click on “” to collapse the detailed information shown.

- Amounts entered on the worksheet can be moved to lines 1, 2, and 4 of Form 10 by clicking the **“Move values below to Form 10”** button.
- The worksheet may be **printed or saved**. You may also choose to close the worksheet and return to Form 10 without moving the entered values.

**Note:** To retain a copy of the worksheet, you must **print or save this screen**. It will not be available at the end of filing.

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for Business

Close and Return to Form 10

Nebraska Net Taxable Sales and Use Tax Worksheets

**Net Taxable Sales Worksheet**

1. Gross Sales and Services in Nebraska [\[1-007\]](#) Line 1, Form 10

**ALLOWABLE EXEMPTIONS AND DEDUCTIONS FROM GROSS SALES**

☐ A. Sales of nontaxable services as shown in [Regulation \[1-12\]](#)

☐ B. Sales of items sold for resale as shown in [Regulation \[1-013\]](#)

☐ C. Sales to exempt purchasers as shown in [Regulation \[1-012\]](#)

☐ D. Sales of exempt items as shown in [Regulation \[1-012\]](#)

☐ E. Exempt Sellers as shown in [Regulation \[1-012\]](#)

☐ F. Use-based exemptions as shown in [Regulation \[1-012\]](#)

☐ G. Other allowable deductions. Click here for a list of allowable deductions and the applicable regulations

☐ H. Subtotal of all allowable exemptions and deductions [A through G]

2. Net Taxable Sales (Line 1 minus Line H) Line 2, Form 10

**Nebraska Use Tax Worksheet**  
[\[Guide\]](#) [\[Regulation\]](#)

1. Cost of items and taxable services purchased for use in Nebraska on which tax was not paid

2. Cost of items withdrawn from inventory for personal or business use

3. Total amount subject to Nebraska use tax (line 1 plus line 2)

4. Nebraska use tax (line 3 multiplied by the rate identified on line 3 of Form 10)

5. Credit for tax paid to other states on items in line 4

6. Nebraska use tax due (line 4 minus line 5). Line 4, Form 10

**Move values below to Form 10**

Form 10, Line 1   Form 10, Line 2   Form 10, Line 4

Create PDF to Print or Save   Close and Return to Form 10



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**Nebraska Department of Revenue**

**NebFile for Business**

**Sales and Use Tax      8888888      123 SALES CORPORATION      3/2013**

START RETURN      COMPLETE FORMS      MAKE PAYMENT

**Schedule I** | MVL | Form 10 | Review Forms

Form 10      [Click here to use the worksheet for lines 1, 2, and 4 \(Optional\)](#)

Nebraska and Local Sales and Use Tax Return - Form 10 ?

1.	*Gross sales and services	1.	6,000.00
2.	*Net Taxable sales	2.	6,000.00
3.	Nebraska sales tax (line 2 multiplied by 0.055)	3.	330.00
4.	Nebraska use tax (amount subject to use tax multiplied by 0.055)	4.	220.00
5.	Local use tax (From Schedule I)	5.	40.00
6.	Local sales tax (From Schedule I)	6.	60.00
7.	Total Nebraska and local sales tax (line 3 plus line 6)	7.	390.00
8.	Sales tax collection fee (line 7 multiplied by 0.025; Maximum allowed \$75.00 per location)	8.	9.75
9.	Sales tax due (line 7 minus line 8)	9.	380.25
10.	Total Nebraska and local use tax (line 4 plus line 5)	10.	260.00
11.	Total Nebraska and local sales and use tax (line 9 plus line 10)	11.	640.25
12.	Previous balance with applicable interest at 3.0% per year and payments received through	12.	
13.	BALANCE DUE (line 11 plus or minus line 12). Pay in full with return	13.	640.25

\*Please click Save/Next to review your return.  
Your return has not been filed until you receive a reference number.

[Print this Form \(Optional\)](#)      [Back](#)      [Save](#)      [Save/Next](#)

- Items shown in **blue** may be changed on this screen.
- To **make changes** to the items shown in **grey**, you must go back to the appropriate line or Schedule.
- You may continue to the summary from here by clicking on the **“Save/Next”** button.

## Nebraska Department of Revenue

NebFile  
for Business

Sales and Use Tax 8888888 123 SALES CORPORATION 3/2013

START RETURN

COMPLETE FORMS

MAKE PAYMENT

Schedule I | MVL | Form 10 | Review Forms

## Sales and Use Tax Forms Summary

## Sales and Use Tax Forms

Review your information and click the File Return Button to submit.

## Nebraska and Local Sales and Use Tax Return - Form 10

1.	Gross sales and services	1.	6,000.00
2.	Net Taxable sales	2.	6,000.00
3.	Nebraska sales tax (line 2 multiplied by 0.055)	3.	330.00
4.	Nebraska use tax (amount subject to use tax multiplied by 0.055)	4.	220.00
5.	Local use tax (From Schedule I)	5.	40.00
6.	Local sales tax (From Schedule I)	6.	60.00
7.	Total Nebraska and local sales tax (line 3 plus line 6)	7.	390.00
8.	Sales tax collection fee (line 7 multiplied by 0.025; Maximum allowed \$75.00 per location)	8.	9.75
9.	Sales tax due (line 7 minus line 8)	9.	380.25
10.	Total Nebraska and local use tax (line 4 plus line 5)	10.	260.00
11.	Total Nebraska and local sales and use tax (line 9 plus line 10)	11.	640.25
12.	Previous balance with applicable interest at 3.0% per year and payments received through	12.	
13.	BALANCE DUE (line 11 plus or minus line 12). Pay in full with return	13.	640.25

- This Summary displays all entered and calculated amounts. Review it, and **if changes are necessary**, return to the Form 10 and Schedules.
- Use the circled navigation bar to return to specific forms and schedules to make corrections.

# Nebraska Schedule I - Local Sales and Use Tax

Use Tax		Sales Tax		
	Amount Subject to Local Use Tax	Local Use Tax	Amount Subject to Local Sales Tax	Local Sales Tax
Totals	4,000.00	40.00	6,000.00	60.00

Motor Vehicle Leases for Periods of more than 31 days (MVL)				
1.	Motor Vehicle Leases for periods of more than 31 days only.			1.

\*Under penalties of law, I declare that, as a taxpayer or preparer I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is correct and complete.

← Back

File Return

- The bottom half of the summary screen displays only the totals.
- **To make changes**, return to the Schedule 1 or MVL, respectively. Use the **navigation bar** (see previous slide) to return to specific forms and schedules to make corrections.
- Once the “**File Return**” button is clicked, your return has been filed. **Changes** may be made to the return **until the due date**.

**Note:** If you make **changes to a filed return**, you must click the “**File Return**” button again to receive a **new reference number**. After the due date, no changes can be made to a filed return using this program.





## Nebraska Department of Revenue

**NebFile**  
for Business

Sales and Use Tax

8888888

123 SALES CORPORATION

3/2013

[START RETURN](#)

[MAKE PAYMENT](#)

[Payment](#)

### Payment Options

The Amount due : 640.25

[Use e-pay](#)

[Credit Cards](#)

[Checks or Money Order](#)

### Reference Number

Your Reference Number: 1215001323004

Forms Submitted on: 04/05/2013 - 12:00 PM Central Time

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[+ Would you like to change this return?](#)

- Your return has been filed. **Once a reference number is received**, the filing is complete.
- Click on the **“Create PDF to Print or Save”** button to review a copy of your return. The copy may be printed or saved to your computer.

- Your **PIN** is located below the Tax Cat.

- The **Reference Number** confirms successful filing of this return with the Department

**Note: Print or save this copy of Form 10 for your records.**

 <b>Nebraska Department of REVENUE</b> <small>www.revenue.ne.gov</small>		<b>Nebraska and Local Sales and Use Tax Return</b>		<b>FORM</b> <b>10</b>
Tax Cat. 1	Nebr. I.D. Number 8888888	Rpt. Code 1	Tax Period 03/2013	<b>Reference #</b> 1215001323004 Monday, April 05, 2013 12:00 PM
<b>22151</b>		Due Date: 04/20/2013		
<b>NAME AND LOCATION</b> 123 SALES CORPORATION ALL SALES 456 RETAIL LANE HEBRON, NE 68370		<b>NAME AND MAILING ADDRESS</b> 123 SALES CORPORATION ACCOUNTANT'S OFFICE 100 FILING ROAD HEBRON, NE 68370		
<input type="checkbox"/> Check the box if your business has permanently closed, has been sold to someone else, or your permit is no longer needed. New owners must apply for their own sales tax permit.				
1 Gross sales and services .....		1	6,000.00	
2 Net taxable sales .....		2	6,000.00	
3 Nebraska sales tax (line 2 multiplied by .055) .....		3	330.00	
4 Nebraska use tax .....		4	220.00	
5 Local use tax from Nebraska Schedule I .....		5	40.00	
6 Local sales tax from Nebraska Schedule I .....		6	60.00	
7 Total Nebraska and local sales tax (line 3 plus line 6).....		7	390.00	
8 Sales tax collection fee (line 7 multiplied by .025; Maximum allowed \$75.00 per location).....		8	9.75	
9 Sales tax due (line 7 minus line 8).....		9	380.25	
10 Total Nebraska and local use tax (line 4 plus line 5).....		10	260.00	
11 Total Nebraska and local sales and use tax due (line 9 plus line 10).....		11		
12 Previous balance with applicable interest at 3.0% per year and payments received through .....		12	640.25	
13 <b>BALANCE DUE</b> (line 11 plus or minus line 12). Pay in full .....		13	640.25	
Under penalties of law, I declare that, as a taxpayer or preparer I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is correct and complete.				
<b>Preparer Information</b>		Amy Accountant Preparer Name 402- 555-5555 Phone Number		
		AMY@FILING.COM Preparer Email  Cell phone		
INTERNET FILERS - DO NOT SEND IN A PAPER RETURN. VISIT: <a href="http://www.revenue.ne.gov">www.revenue.ne.gov</a> For tax assistance, contact your regional office or call 800-742-7474 (toll free in NE & IA) or 402-471-5729.				

# NEBRASKA SCHEDULE I - Local Sales and Use

FORM  
**10**

Name as Shown on form 123 SALES CORPORATION			Nebr. I.D. Number 8888888		Tax Period 03/2013
City	Code	Rate	Use Tax	Sales Tax	
Big Springs	055	0.010	30.00	40.00	
Hebron	235	0.010	10.00	20.00	
1 Total of amounts entered in Use Tax column (Line 5, Form 10) .....			1	40.00	
2 Total of amounts entered in Sales Tax column (Line 6, Form 10) .....				2	60.00

## NEBRASKA SCHEDULE I - MVL - Motor Vehicle Leases for Periods of More Than 31 Days

Only to be completed by those who are leasing motor vehicles to others for periods of more than 31 days

1 Enter the amount of state tax included on Form 10, line 3, that was reported on long-term leases (more than 31 days) of motor vehicles .....	1	
--	---	--

**Print or save** this copy of Schedule I for your records.



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Nebraska Department of Revenue

NebFile for Business

Sales and Use Tax 8888888 123 SALES CORPORATION 3/2013

START RETURN MAKE PAYMENT

Payment

Payment Options  
The Amount due : 640.25

[Use e-pay](#)

[Credit Cards](#)

[Checks or Money Order](#)

Reference Number

Your Reference Number: 1215001323004  
Forms Submitted on: 04/05/2013 - 12:00 PM Central Time

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[+ Would you like to change this return?](#)

A current tax period return is not processed until the due date.

- **Changes** may be made to your return **until the due date** of the return.
- Returns being filed for previous tax periods **cannot** be changed using this program. A **paper amended return** must be filed if a change is necessary.

**Note:** If the return is **restarted**, you must complete the filing again and receive a **new** reference number issued by clicking **“File Return”** as shown on the summary page (see slide 33).

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Nebraska Department of Revenue

NebFile for Business

Sales and Use Tax 8888888 123 SALES CORPORATION 03/2013

START RETURN MAKE PAYMENT

Payment

Payment Options  
The Amount due : 640.25

Use e-pay

Credit Cards

Checks or Money Order

Reference Number  
Your Reference Number: 1215001323004  
Forms Submitted on: 04/05/2013 - 12:00 PM Central Time  
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[Exit](#)

☐ [Would you like to change this return?](#)

You may make changes to this return on or before the due date by clicking Restart Return. You must receive a new reference number once you have clicked the Restart Return button. If a new reference number is not received, no return will be filed with the Nebraska Department of Revenue for this period.

[Restart Return](#)

- Clicking on the “Restart Return” button will begin the return again.
- Make the necessary changes and file the return again.

If the return is **restarted**, you must complete the filing again and receive a **new** reference number issued by clicking “File Return” as shown on the summary page (see slide 33).

# Nebraska Department of Revenue



**Sales and Use Tax 8888888 123 SALES CORPORATION 03/2013**

[START RETURN](#)

[MAKE PAYMENT](#)

[Payment](#)

## Payment Options

The Amount due : 640.25

[Use e-pay](#)

[Credit Cards](#)

[Checks or Money Order](#)

## Reference Number

Your Reference Number: 1215001323004

Forms Submitted on: 04/05/2013 - 12:00 PM Central Time

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- The reference number shown on this page is only for **filing** of the return.
- **Paying** the taxes shown on the return **is a separate process** ([see next slide](#)).



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**Nebraska Department of Revenue**

**NebFile**  
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**Sales and Use Tax 8888888 123 SALES CORPORATION 03/2013**

[START RETURN](#) [MAKE PAYMENT](#)

**Payment**

Payment Options  
The Amount due : 640.25

[Use e-pay](#)  
[Credit Cards](#)  
[Checks or Money Order](#)

Reference Number

Your Reference Number: 1215001323004  
Forms Submitted on: 04/05/2013 - 12:00 PM Central Time

[Create PDF to Print or Save](#)

[Exit](#)

When filing is complete, choose a payment option.

- **Use e-pay.** Free program where the state withdraws funds from your bank account based on the information you provide.
- **Credit Cards.** Work with Official Payments Corporation to make a payment using a credit card. Official Payments will charge a convenience fee.
- **Checks or Money Order.** If you are not mandated to e-pay, you may send a check or money order **along with the voucher**, which you will receive when you click on “**Checks or Money Order**” in the options above.

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Nebraska Department of **REVENUE**

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Useful Links

### Electronic Payment Options for State Taxes

Mandate Information

**Nebraska e-pay**  
State withdraws funds from your bank account, based on the information you provide.

**ACH Credit**  
You work with your bank to deposit funds into the State's bank account.

**Tele-pay**  
Click the Tele-pay button above for instructions on paying taxes by phone.

**Credit Card**  
Use a credit card to make tax payments.

**Payment Plan**  
Work with the Department to pay your balance due.

Official Nebraska State Government Home Page | Privacy Policy | About Outside Links

The State also offers other payment options. Review other options by going to [“Make A Payment”](#) from the Department’s homepage.

Other options include:

- **ACH Credit.** You work with your bank to deposit funds into the State’s bank account.
- **Tele-pay.** Pay by phone.
- **Payment Plan.** Work with the Department to pay your balance due.

# Nebraska Department of Revenue



**Sales and Use Tax 8888888 123 SALES CORPORATION 03/2013**

[START RETURN](#)

[MAKE PAYMENT](#)

[Payment](#)

## Payment Options

The Amount due : 640.25

[Use e-pay](#)

[Credit Cards](#)

[Checks or Money Order](#)

## Reference Number

Your Reference Number: 1215001323004

Forms Submitted on: 04/05/2013 - 12:00 PM Central Time

[Create PDF to Print or Save](#)

[Exit](#)

- You can e-pay and then come back to this screen to file more returns.
- When you have completed filing a return, click “**Exit**” to return to the login screen. It is not necessary to close the browser to start a new return.





# Subscription Service

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- You can change your **profile** at any time by adding or deleting topics, changing the frequency of email alerts, or changing your email address.
- No special software – all you need is a valid email address and an Internet browser!

**Try it out!**

For questions about  
**NebFile for Business**  
or **Sales and Use Taxes**,  
see **[www.revenue.ne.gov](http://www.revenue.ne.gov)**,  
or  
contact the Department at  
**800-742-7474** (NE or IA)  
or **402-471-5729**.